

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION MINUTES  
WEDNESDAY, March 6, 2017**

Members of the Highland Redevelopment Commission (“RC”, “Commission”) met on Monday, March 6, 2017 at 6:09 PM in the Upper Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. Town Council President, Dan Vassar called the meeting to order. Minutes were prepared by Cecile Petro, Redevelopment Director.

**ROLL CALL:** The Town Council made appointments to the Commission at their February 27, 2017 meeting. Four Councilmen including Dan Vassar, Bernie Zemen, Steve Wagner and Mark Herak were appointment. The fifth Commissioner appointed was Clerk-Treasurer Michael Griffin. Also in attendance were School Town Commissioner Pat Krull, and Redevelopment Director Cecile Petro. Former Redevelopment Commissioner and current IT Director Ed Dabrowski and Advisory Board of Zoning Appeals member Susan Murovic were in the audience.

**General Substance of the Discussion**

**Oath of Office**

Clerk-Treasurer Michael Griffin administered the oath of office to the four Town Councilmen. Deputy Clerk-Treasurer Katie Minchuk administered the oath of office to Mr. Griffin earlier in the day.

**Agenda for Public Meeting**

Commissioners reviewed the Public Meeting agenda. Claims will be available for approval at the next meeting scheduled for March 20, 2017. An amended Façade Improvement Grant Application from Vyto’s Pharmacy had not been received. Therefore, that item was removed from the Public Meeting agenda. Resolution 2017-07, a resolution authorizing a contract with Rose Real Estate, Inc. for real estate management services was discussed. It will be postponed until the applicant has the correct language in the agreement to allow for reimbursement rather than upfront charges. Two agreements with the owner of 2817-2819 Jewett were moved from the Study Session agenda to the Public Meeting agenda for Commission approval.

**Properties Located Between Garfield, Condit, and Kennedy Avenues**

A request for demolition quotes was sent out to three companies for 8610, 8612, 8616, and 8620 Kennedy Avenue. The request asked for quotes that would demolish all of the properties at one time and three other quotes that provide for a combination of phasing the demolition.

One appraisal has been completed for 8608 Kennedy and another will begin soon. Appraisals for properties located at 2712, 2720, and 2733 Condit, 8600 Kennedy, and 2726 Garfield will start this month. Two more property owners have not, as yet, returned phone messages.

Study Session ended at 7:02 PM for the Public Meeting.

**HIGHLAND REDEVELOPMENT COMMISSION  
PUBLIC MEETING**

## **March 6, 2017**

The Highland Redevelopment Commission (“Commission”, “RC”) met in a Public Meeting on March 6, 2017 at 7:02 PM in the Upstairs Conference Room within the Municipal Building at 3333 Ridge Road, Highland, Indiana. Town Council President, Dan Vassar, called the meeting to order. Taking minutes for the meeting was Director Petro.

### **ROLL CALL:**

Present on roll call included Redevelopment Commissioners Dan Vassar, Bernie Zemen, Steve Wagner, Michael Griffin, and Mark Herak. Also in attendance were School Town of Highland Commissioner Pat Krull and Director Cecile Petro. Former Redevelopment Commissioner and current IT Director Ed Dabrowski and Advisory Board of Zoning Appeals member Susan Murovic were in the audience.

### **MINUTES OF PREVIOUS SESSIONS:**

Commissioner Griffin made a motion to approve the minutes as written for the Public Meeting and Study Session of February 8, 2017 and the Study Session of February 22, 2017. Commissioner Vassar seconded the motion. **Motion carried by voice vote.**

### **PUBLIC COMMENTS: None**

### **SPECIAL ORDERS:**

Commissioner Vassar made a motion to elect Commissioner Bernie Zemen President of the Commission. Commissioner Wagner seconded the motion. **Motion passed by voice vote.** Commissioner Zemen assumed the gavel as President and called for a motion for Vice President.

Commissioner Vassar made a motion to elect Commissioner Wagner as Vice President. Commissioner Herak seconded the motion. **Motion carried by voice vote.**

Commissioner Herak made a motion to elect Commissioner Vassar as secretary. Commissioner Wagner seconded the motion. **Motion passed by voice vote.**

### **COMMUNICATIONS: None**

### **UNFINISHED BUSINESS AND GENERAL ORDERS:**

Commissioner Griffin made a motion to approve Resolution 2017-02, A Resolution of the Highland Redevelopment Commission Approving a Retainer Agreement with SEH for Financial Professional Services and General Redevelopment Consulting to the Highland Redevelopment Commission for 2017. Commissioner Wagner seconded the motion. During discussion on the motion, Commissioner Griffin stated that there is a need for these financial services to assist with the Commission’s organizational capacity. **Motion carried with a roll call vote of three votes in favor of the motion and two against the motion. Commissioners Zemen and Herak voted against the motion.**

### **NEW BUSINESS:**

Commissioner Wagner made a motion to postpone a vote on approving Resolution 2017-03, A Resolution of the Highland Redevelopment Commission to Provide Preliminary Approval for an Application by Vyto’s Pharmacy (Nathan Damasius) for a Façade Improvement Grant for Property Located at 8845 Kennedy Avenue until the applicant has materials prepared for Commission action. Commissioner Griffin seconded the motion. **Motion passed by voice vote.**

Commissioner Vassar made a motion to approve Resolution 2017-04, A Resolution of the Highland Redevelopment Commission to Provide Reimbursement for a Façade Improvement Grant to Mr. Thomas Porter for Property Located at 2929 Highway Avenue. Commissioner Griffin seconded the motion. **Motion carried by voice vote.**

Commissioner Herak made a motion to approve Resolution 2017-05, A Resolution of the Highland Redevelopment Commission Authorizing a Contract with Thunder Road Productions for Car Cruise Consulting and Organizational Services. Commissioner Wagner seconded the motion. **Motion passed by voice vote.**

Commissioner Griffin made a motion to authorize a contract, in principle, with Rose Real Estate (Resolution 2017-07); however, he noted that the accounting procedures outlined within the contract would need to be changed before the contract could be approved at the next meeting. Commissioner Vassar seconded the motion. **Motion passed by voice vote.**

Commissioner Herak made a motion to add two items to the agenda. Commissioner Vassar seconded the motion to add two agreements with the owner of 2817 & 2819 Jewett Street. **Motion carried by voice vote.**

Commissioner Herak made a motion to allow the Redevelopment Director to sign two agreements with the owner of 2817 & 2819 Jewett Street. The first agreement allows for a mural to be placed on the east exterior of 2819 Jewett Street by Highland Main Street. The second agreement allows for a doorway to be opened between 2815 Jewett Street (owned by the Redevelopment Commission) and 2817 Jewett Street (owned by Mr. David McConathy). Commissioner Griffin seconded the motion. **Motion passed by voice vote.**

By general consent, Commissioners scheduled a plenary session at their next meeting on March 20, 2017, as advertised. A full 2017 meeting schedule will be provided at the next public meeting.

**ACTION TO PAY ACCOUNTS PAYABLE VOUCHERS:**

Claims will be prepared for approval at the next meeting.

**BUSINESS FROM THE COMMISSIONERS: None**

**NEXT MEETING:**

The next Public Meeting will be held on March 20, 2017, at 8:00 PM. A Study Session will precede the meeting at 7:30 PM and it may reconvene following the Public meeting. The next full Study Session will be held on April 17, 2017 at 6:00 PM. The next Highland Main Street meeting will be held on Thursday, April 6, 2017 at 6:30 PM. All meetings will take place in the town hall.

**ADJOURNMENT:** Commissioner Vassar made a motion to adjourn the meeting. Commissioner Herak seconded the motion. **Motion carried by voice vote to adjourn the meeting at 8:21 PM.**

**HIGHLAND REDEVELOPMENT COMMISSION  
STUDY SESSION RECONVENED  
March 6, 2017**

The Highland Redevelopment Commission (“Commission”, “RC”) reconvened at 8:25 PM in the Upper Conference Room of the Municipal Building at 3333 Ridge Road, Highland, Indiana.

**ROLL CALL:** Present on silent roll call included Commissioners: Bernie Zemen, Dan Vassar, Michael Griffin, Mark Herak, and Steve Wagner. Also in attendance were School Town of Highland Commissioner Pat Krull and Director Petro.

### **General Substance of the Study Session**

#### **Prairie and Main**

Commissioners Wagner and Griffin stated that they would be available to meet with a potential developer for the property located at the northeast quadrant of Prairie and Main for the purpose of discussing incentives.

#### **Kennedy and Main**

The Commission directed Ms. Petro to continue to explore possible higher and better uses for the property.

#### **8001 Kennedy**

Commissioners discussed various locations to move the Public Works facility and possibly Sharp Athletic Complex. The Director will set up meetings as appropriate. Commissioners Zemen and Wagner will participate.

#### **3341 Ridge Road**

The owner of 3341 Ridge Road has requested incentives to improve his property. The Commission stated that the owner did not qualify under any current program, at this time.

#### **Visual Barrier for the East Side of South Indianapolis Boulevard**

Commissioners reviewed several different examples of visual and sound barriers. They reached a consensus on a cement and green plant option, if possible. The Director will report back to the Commission after meeting with those involved in the bridge reconstruction, including INDOT, American Structurepoint, contractors, utility companies, and Highland Public Works.

#### **Senior Housing**

The developers of a possible senior housing development would like to meet with the Commission in April. They have some of the property under contract and will be starting their market research soon.

Study Session ended at 9:29 PM.